

BMP Summary Sheet

MS4 Name: City of Mankato

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1a-1 (Permit Section V.G.1.a)

BMP Title: **DISTRIBUTE EDUCATIONAL MATERIALS**

Audience(s) Involved: The following groups will be considered for this educational component:

- City staff that work with construction sites including, but not limited to: engineering field staff, utility workers, building inspectors, and parks employees.
- Businesses that disturb soil including, but not limited to: contractors, developers, utility companies, home builders, and landscapers.
- General Public.

BMP Description:

The City will attempt to reach the above-referenced groups through the following activities:

- Materials will be sent through targeted mailings to soil-disturbing businesses at the beginning of the construction season (regarding best management practices) and at the end of the construction season (regarding winter stabilization methods.) These materials will also be distributed to the city staff members that work with construction sites.
- Information will be sent through the utility bills twice per year educating the general public on varying aspects of storm water pollution prevention.
- The City will develop a web page that provides information regarding storm water pollution prevention.

Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

Measurable Goals:

The City of Mankato will measure and show effectiveness by:

- On-time completion of tasks in the implementation schedule.

The City of Mankato will be able to quantify the work done on this BMP by:

- # of times the utility bills included pollution prevention information and # of recipients of each mailing.
- # of targeted mailings and # of recipients of each mailing.
- # of hits on the web page.

Timeline/Implementation Schedule:

Baseline – The City has from time to time provided educational material to its citizens regarding storm water pollution prevention.

2007 – Start semi-annual distribution of education materials through utility bills and targeted mailings.

2007 – Develop web page.

2007 – 2011 Annually evaluate effectiveness of the educational efforts associated with this BMP and amend if necessary.

Specific Components and Notes:

Consider teaming up with MS4s in the area to produce materials
Topics to be considered include: best management practices, winter stabilization, illicit discharges, etc.

Responsible Party for this BMP:

Name: Emily Javens, PE, CPESC

Department: Engineering

Phone: (507) 387-8643

E-mail: stormwater@city.mankato.mn.us

Recordkeeping & Reporting:

of Utility Billings (UB)
of Recipients of UB (RUB)
of Targeted Mailings (TM)
of Recipients of TM (RTM)
of Web Page Hits (WPH)

Year	UB	RUB	TM	RTM	WPH
2008:					
2009:					
2010:					
2011:					

Note: 2008 = June 2007 – June 2008; 2009 = June 2008 – June 2009;
2010 = June 2009 – June 2010; 2011 = June 2010 – June 2011

BMP Summary Sheet

MS4 Name: City of Mankato

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1b-1 (Permit Section V.G.1.b)

BMP Title: **IMPLEMENT AN EDUCATION PROGRAM**

BMP Description:

The education program for the City of Mankato is addressed in various BMP Sheets. The MS4 Coordinator listed below will oversee the implementation of the following program components:

- 1a-1 Distribute Educational Materials
- 1c-1 Education Program: Public Education and Outreach
- 1c-2 Education Program: Public Participation
- 1c-3 Education Program: Illicit Discharge Detection and Elimination
- 1c-4 Education Program: Construction Site Runoff Control
- 1c-5 Education Program: Post-Construction Storm Water Management in New Development and Redevelopment
- 1c-6 Education Program: Pollution Prevention / Good Housekeeping for Municipal Operations
- 1e-1 Annual Public Meeting
- P3-3 Develop TMDL Communication Plan

Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

Measurable Goals:

See the BMP Sheets listed above for measurable goals.

Timeline/Implementation Schedule:

Baseline: The City currently does not have a formal education program for storm water pollution prevention.
2007 – 2011: See the BMP Sheets listed above for the timelines associated with each educational component.

Specific Components and Notes:

Responsible Party for this BMP:

Name: Emily Javens, PE, CPESC

Department: Engineering

Phone: (507) 387-8643

E-mail: stormwater@city.mankato.mn.us

Recordkeeping & Reporting

See BMP Sheets listed above.

BMP Summary Sheet

MS4 Name: City of Mankato

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-1 (Permit Section V.G.1.b,c)

BMP Title: EDUCATION PROGRAM: PUBLIC EDUCATION & OUTREACH																					
Audience(s) Involved: General Public																					
Educational Goals for Each Audience: <p>The City is required to distribute educational materials to the community or conduct equivalent outreach activities in an effort to educate citizens regarding the impacts of storm water discharges on water bodies and the steps that they can take to reduce pollutants in storm water runoff. The City plans to make new materials available annually through a variety of means such as utility bill inserts (BMP 1a-1), door hangers (BMP 1c-3), meetings (BMP 1e-1), web pages (BMP 1a-1), etc.</p> <p>The City's goal for its citizens is to increase awareness about the impacts pollutants that enter the storm drain system through runoff have on our water bodies. The City would also like to educate citizens about actions that can be taken to lessen the impacts that pollutants have on our natural resources.</p>																					
Activities Used to Reach Educational Goals: <p>The City will distribute educational materials as discussed in BMP 1a-1, 1c-3, and 1e-1. The MS4 coordinator is available for a limited number of speaking engagements with schools, service organizations, and the like as requested by these groups.</p>																					
Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.																					
Activity Implementation Plan: <p>Baseline – The City has from time to time distributed information regarding storm water pollution prevention. 2007 – 2011 Distribute educational materials as defined in BMP 1a-1. 2007 – 2011 Annually evaluate the educational efforts of the storm water pollution prevention program and amend if necessary.</p>	Recordkeeping & Reporting: # of Speaking Engagements (SE) # of People in Attendance (PA) # of Education Efforts (EE) <table><thead><tr><th>Year</th><th>SE</th><th>PA</th><th>EE</th></tr></thead><tbody><tr><td>2008:</td><td></td><td></td><td></td></tr><tr><td>2009:</td><td></td><td></td><td></td></tr><tr><td>2010:</td><td></td><td></td><td></td></tr><tr><td>2011:</td><td></td><td></td><td></td></tr></tbody></table> <small>Note: 2008 = June 2007 – June 2008; 2009 = June 2008 – June 2009; 2010 = June 2009 – June 2010; 2011 = June 2010 – June 2011</small>	Year	SE	PA	EE	2008:				2009:				2010:				2011:			
Year	SE	PA	EE																		
2008:																					
2009:																					
2010:																					
2011:																					
Performance Measures: <p>The City of Mankato will measure and show effectiveness by:</p> <ul style="list-style-type: none">On-time completion of tasks in the implementation schedule. <p>The City of Mankato will be able to quantify the work done on this BMP by:</p> <ul style="list-style-type: none"># of speaking engagements and the # of attendees (if any).# of efforts made to educate the public annually.																					
Responsible Party for this BMP: <p>Name: Emily Javens, PE, CPESC Department: Engineering Phone: (507) 387-8643 E-mail: stormwater@city.mankato.mn.us</p>																					

BMP Summary Sheet

MS4 Name: City of Mankato

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-2 (Permit Section V.G.1.b,c)

BMP Title:	EDUCATION PROGRAM: PUBLIC PARTICIPATION
Audience(s) Involved: General Public	
Educational Goals for Each Audience: The general public should understand that the City has implemented a storm water pollution prevention program and know that they can take an active role in sculpting the program as it evolves over the years.	
Activities Used to Reach Educational Goals: Citizens will be encouraged to participate in the following activities: <ul style="list-style-type: none">• Reporting erosion and sediment control problems to the storm water hotline. (BMP 4e-1)• Reviewing the SWPPP and annual reports, available online and at City Hall. (BMP 2b-1)• Offering comments on the SWPPP. (BMP 2c-1)• Attending the annual public meeting. (BMP 1e-1) Citizens will be informed of these possible activities through utility billings (BMP 1a-1) and published public notices. (BMP 2a-1)	
Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.	
Activity Implementation Plan: Baseline – The City currently does not make an effort to include citizens in storm water pollution prevention planning efforts. 2007 – Post SWPPP on the City's website. 2008 – 2011 Post the annual reports on the City's website. 2007 – 2011 Publish note about annual meetings and a request for comments in utility billings. 2008 – 2011 Annually publish a public meeting notice as described in BMP 2a-1.	
Performance Measures: The City of Mankato will measure and show effectiveness by: <ul style="list-style-type: none">• On-time completion of tasks in the implementation schedule. The City of Mankato will be able to quantify the work done on this BMP by: <ul style="list-style-type: none">• # of calls to the storm water hotline. (BMP 4e-1)• # of people in attendance at the public information meeting. (BMP 1e-1)• # of utility billings that reference upcoming meetings and request comments. (BMP 1a-1)• # of comments received on the SWPPP. (BMP 2c-1)• # of hits on the SWPPP link and Annual Report links on the website. (BMP 2b-1)	
Responsible Party for this BMP: Name: Emily Javens, PE, CPESC Department: Engineering Phone: (507) 387-8643 E-mail: stormwater@city.mankato.mn.us	Recordkeeping & Reporting: See BMP Sheets listed above.

BMP Summary Sheet

MS4 Name: City of Mankato

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-3 (Permit Section V.G.1.b,c)

BMP Title: EDUCATION PROGRAM: ILLICIT DISCHARGE DETECTION AND ELIMINATION	
Audience(s) Involved: General Public. City employees, especially field staff in the utilities, streets, and engineering departments. Businesses with an above-average potential for illicit discharges.	
Educational Goals for Each Audience: All audiences should be able to define illicit discharge and understand the impact illicit discharges have on the water quality of our water resources. City field staff will be able to identify illicit discharges and report to the appropriate authorities. Businesses with the above-average potential for illicit discharges will be able to: <ul style="list-style-type: none">• Identify practices that may lead to illicit discharges.• Modify practices to reduce the potential of illicit discharges.• Understand the legal consequences of illicit discharge.• Identify the nearest storm drain inlets, identify the end outlet and state whether the drainage receives treatment before being discharged into a natural resource. The General Public should understand: <ul style="list-style-type: none">• How to properly dispose of household wastes.• How to report illicit discharges to the appropriate authorities.	
Activities Used to Reach Educational Goals: Targeted mailings will be sent to businesses identified as having an above-average potential for illicit discharges. Door hangers such as the one developed by the EPA (#833-F-03-002) will be posted in areas where illicit discharges have been detected. Illicit discharges will be one of the topics covered in BMP 1a-1.	
Activity Implementation Plan: Baseline – The City has put a limited effort toward educating its citizens and staff about illicit discharges. 2007 – Train key field staff to be able to define and identify illicit discharges in the field. 2008 – Begin using door hangers in areas where illicit discharges have been detected. 2009 – Start targeted mailings increasing awareness of the impact illicit discharges have on our water resources. 2010 – Begin distribution of education materials on illicit discharges for the general public. 2007 – 2011 Annually evaluate the effectiveness of this BMP and amend if necessary.	
Performance Measures: The City of Mankato will measure and show effectiveness by: <ul style="list-style-type: none">• On-time completion of tasks in the implementation schedule. The City of Mankato will be able to quantify the work done on this BMP by: <ul style="list-style-type: none">• # of field staff trained on illicit discharges.• # of flyers mailed out to businesses or in utility bills.	Recordkeeping & Reporting: # of trained employees (TE) # of utility billings or flyers sent out (UB) 2008: TE = _____ UB = _____ 2009: TE = _____ UB = _____ 2010: TE = _____ UB = _____ 2011: TE = _____ UB = _____ 2008 = June 2007 – June 2008; 2009 = June 2008 – June 2009, etc.
Responsible Party for this BMP: Name: Emily Javens, PE, CPESC Department: Engineering Phone: (507) 387-8643 E-mail: stormwater@city.mankato.mn.us	

BMP Summary Sheet

MS4 Name: City of Mankato

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-4 (Permit Section V.G.1.b,c)

BMP Title: **EDUCATION PROGRAM: CONSTRUCTION SITE RUN-OFF CONTROL**

Audience(s) Involved: The following groups will be considered as the audience for this educational component:

- City Construction Inspectors
- Businesses that disturb soil including, but not limited to: contractors, developers, utility companies, home builders, and landscapers.
- General Public.

Educational Goals for Each Audience:

City Staff members affected by construction site will be able to:

- Understand the importance of erosion and sediment control.
- Identify and report erosion and sediment control problems to the appropriate staff person.

Businesses that disturb soils will be able to:

- Understand the importance of erosion and sediment control.
- Understand the city ordinances that require erosion and sediment controls on construction sites.
- Understand the conditions that require a NPDES permit.

The General Public will be able to:

- Understand the importance of erosion and sediment control.
- Identify and report erosion and sediment control problems to the appropriate authorities.

Activities Used to Reach Educational Goals:

Engineering field staff will continue to attend erosion and sediment control courses annually through the U of M. Soil-disturbing businesses receive the legal notice described in BMP 4b-1 and may be educated as needed during on-site inspections. They will also be invited to the annual Mankato/North Mankato Erosion Control Seminar. The general public will be educated through the distribution of materials as indicated in BMP 1a-1.

Activity Implementation Plan:

Baseline – The City currently sends engineering staff to erosion control training, but does not focus training on any of the other audiences listed.

2007 – 2011 Provide educational materials to the audiences listed above.

Performance Measures:

The City of Mankato will measure and show effectiveness by:

- On-time completion of tasks in the implementation schedule.

The City of Mankato will be able to quantify the work done on this BMP by:

- # of City inspectors that are certified through the U of M.
- # of attendees at the erosion control seminar.
- # of educational materials mailed to citizens (BMP 1a-1)

Recordkeeping & Reporting:

of certified city staff (CCS)

of seminar attendees (SA)

2007: CCS = _____ SA = _____

2008: CCS = _____ SA = _____

2009: CCS = _____ SA = _____

2010: CCS = _____ SA = _____

Note: 2007 refers to Jan. 2007 – Dec. 2007,
2008 refers to Jan. 2008 – Dec. 2008, etc.

Responsible Party for this BMP:

Name: Emily Javens, PE, CPESC

Department: Engineering

Phone: (507) 387-8643

E-mail: stormwater@city.mankato.mn.us

BMP Summary Sheet

MS4 Name: City of Mankato

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-5 (Permit Section V.G.1.b,c)

BMP Title:

EDUCATION PROGRAM: POST-CONSTRUCTION STORM WATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

Audience(s) Involved: The following groups will be considered the key audience groups for this BMP:

- City staff involved in post construction activities including, but not limited to the departments of community development, engineering, and parks.
- Businesses involved in post construction activities including, but not limited to: contractors, home builders, developers, architects, engineers, and landscapers.
- New Homeowners and the General Public

Educational Goals for Each Audience:

All groups will be able to :

- Understand the importance of storm water management.
- Identify activities that negatively impact our water resources and report to the appropriate authorities.

City staff members (involved in post construction) will be able to:

- Review site plans for adherence to City specifications.

Businesses involved in post construction will be able to:

- Prepare site plans that adhere to City specifications with the use of a site plan checklist.
- Implement appropriate measures in post-construction that will not negatively impact our water resources.

New Homeowners and the General Public will be able to:

- Identify controls that they can implement that would prevent or reduce water quality impacts.

Activities Used to Reach Educational Goals:

Post-construction storm water management will be one of the topics addressed in BMP 1a-1.

The City will develop a grading plan checklist that is used to review grading plans. This checklist will be made available to businesses and citizens on the City's website, as well as at the Intergovernmental Center.

Activity Implementation Plan:

Baseline – The City currently has not educated citizens in terms of post-construction storm water management.

2007 – Develop site plan checklist.

2008 – Make the site plan checklist available on the City's website and at the Intergovernmental Center.

2009 – Distribute educational material to the general public regarding their role reducing impacts to water quality.

2010 – 2011 Annually review policies and procedures and amend if necessary.

Performance Measures:

The City of Mankato will measure and show effectiveness by:

- On-time completion of tasks in the implementation schedule.

The City of Mankato will be able to quantify the work done on this BMP by:

- # of website hits on the city's site plan checklist.
- # of educational efforts made to educate the general public.

Recordkeeping & Reporting:

of website hits for the site plan checklist (WH)

of educational efforts (EE)

2008: WH = _____ EE = _____

2009: WH = _____ EE = _____

2010: WH = _____ EE = _____

2011: WH = _____ EE = _____

2008 refers to June 2007 – June 2008; 2009 = June 2008 – June 2009, etc.

Responsible Party for this BMP:

Name: Emily Javens, PE, CPESC

Department: Engineering

Phone: (507) 387-8643

E-mail: stormwater@city.mankato.mn.us

BMP Summary Sheet

MS4 Name: City of Mankato

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-6 (Permit Section V.G.1.b,c)

BMP Title:

EDUCATION PROGRAM: POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

Audience(s) Involved:

Public Works Departments – Parks, Utilities, Wastewater Plant, Water Plant, Central Garage, Mass Transit, Streets
Public Safety Departments – Fire, Police, Joint Services
Facilities – Civic Center, Airport, Tech Plus, City Hall

Educational Goals for Each Audience:

Each department, with assistance from the MS4 Coordinator, will be able to:

- Identify the path storm water takes from facility grounds into catch basins within 200' of the property line.
- Identify the end outlet associated with each catch basin and state whether or not the water receives treatment prior to entry into the Minnesota River or other natural body of water.
- Determine potential on-site sources of pollution that could enter the storm drain system.
- Identify procedures already in place to prevent storm water pollution.
- Identify areas that could be improved in terms of storm water pollution prevention, if any.
- Develop a plan of action to correct any shortcomings identified in the assessment process.

Activities Used to Reach Educational Goals:

The MS4 coordinator will meet with each of the departments or facilities listed above and work with them to meet the educational goals for their facility.

Activity Implementation Plan:

Baseline – The City currently does not have a formal process to evaluate potential sources of storm water pollution.
2007 – 2011 Meet with a minimum of two or three departments per year to identify potential sources of pollution and determine the necessary actions to remedy any problems.

2007 – 2011 Annually meet with departments for a “check-up” after they have had their initial visit.

Performance Measures:

The City will measure and show effectiveness by:

- On-time completion of tasks in the implementation plan.

The City will be able to quantify the work done on this BMP by:

- # of visits to the various departments to discuss storm water pollution prevention.

Recordkeeping & Reporting:

of visits to city departments (DV)

Responsible Party for this BMP:

Name: Emily Javens, PE, CPESC

Department: Engineering

Phone: (507) 387-8643

E-mail: stormwater@city.mankato.mn.us

June '07 – June '08: DV = _____

June '08 – June '09: DV = _____

June '09 – June '10: DV = _____

June '10 – June '11: DV = _____

BMP Summary Sheet

MS4 Name: City of Mankato

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1d-1 (Permit Section V.G.1.d)

BMP Title: **COORDINATION OF EDUCATION PROGRAM**

BMP Description:

The following MS4s are located within 20 miles of Mankato. It would be to the benefit of the area MS4s to work together to provide educational materials to the citizens in the area:

- City of North Mankato, MN (<1 mile)
- City of St. Peter, MN (15 miles)

Working together would also be beneficial for the 10 MS4s that are required to implement the Lower Minnesota River Dissolved Oxygen TMDL into their Storm Water Pollution Prevention Programs. The 9 other cities include:

- City of Fairmont
- City of Marshall Contact Shane Waterman swaterman@marshall.com
- City of Montevideo
- City of New Ulm Contact Steve Koehler steve.koehler@ci.new-ulm.mn.us
- City of North Mankato Contact Marion Haayer mhaayer@northmankato.com
- City of Redwood Falls
- City of St. Peter Contact Amy Kamm amyk@saintpetermn.gov
- City of Waseca
- City of Willmar Contact Brian Bollig bbollig@ci.willmar.mn.us

The City may also find partnerships working with other community groups such as non-profits, lake or soil and water conservation districts, schools, university extension groups, watershed districts, and other county, state, or federal units of government. Examples include the following:

- Mankato Builders Exchange Contact Amy Roach Phone (507) 625-7138
- Blue Earth County Contact Julie Conrad Phone (507) 304-4381
- Water Resources Center MSU, Mankato Phone (507) 389-5492

Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

Measurable Goals:

The City of Mankato will measure and show effectiveness by:

- On-time completion of tasks in the above-referenced BMPs.

The City of Mankato will be able to quantify the work done on this BMP by:

- # of combined educational efforts.

Timeline/Implementation Schedule:

Baseline: The group of 10 TMDL cities have met once already and agreed to work together.

2007 – 2011: Continue to look for opportunities to work together with additional organizations.

Specific Components and Notes:

Responsible Party for this BMP:

Name: Emily Javens, PE, CPESC
Department: Engineering
Phone: (507) 387-8643
E-mail: stormwater@city.mankato.mn.us

Recordkeeping & Reporting:

of Combined Educational Efforts (CEE)

Year _____ CEE _____

June 2007 – June 2008:

June 2008 – June 2009:

June 2009 – June 2010:

June 2010 – June 2011:

BMP Summary Sheet

MS4 Name: City of Mankato

Minimum Control Measure: PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1e-1 (Permit Section V.G.1.e)

BMP Title: ANNUAL PUBLIC MEETING															
Audience(s) Involved: The following groups will be considered the key audience groups for this BMP: <ul style="list-style-type: none">• City Council.• General Public															
BMP Description: The City will hold a minimum of one public meeting per year as required by section addressing the Storm Water Pollution Prevention Program. The meeting will be held prior to submittal of the annual report to the Commissioner of the MPCA. The meeting will be held in conjunction with a City Council meeting at City Hall. The City will follow the public notice requirements as described in BMP 2a-1 and section VG1e of the permit.															
Location(s) in SWPPP of detailed information relating to this BMP: The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.															
Measurable Goals: The City of Mankato will measure and show effectiveness by: <ul style="list-style-type: none">• On-time completion of tasks in the implementation schedule. The City of Mankato will be able to quantify the work done on this BMP by: <ul style="list-style-type: none">• # of people in attendance at the public information meeting.															
Timeline/Implementation Schedule: Baseline – The City currently does not hold a public meeting for storm water pollution prevention issues. 2008 – 2011 Annually conduct a public meeting prior to the June 30 th submittal deadline of the annual report.															
Specific Components and Notes: Joint meetings are allowed by the permit (VG1e4) provided that adequate notice and opportunity to participate is provided.															
Responsible Party for this BMP: Name: Emily Javens, PE, CPESC Department: Engineering Phone: (507) 387-8643 E-mail: stormwater@city.mankato.mn.us	<table border="1"><tr><th colspan="2">Recordkeeping & Reporting:</th></tr><tr><th colspan="2"># of People in Attendance at Annual Meeting (PA)</th></tr><tr><th>Year</th><th>PA</th></tr><tr><td>June 2007 – June 2008:</td><td></td></tr><tr><td>June 2008 – June 2009:</td><td></td></tr><tr><td>June 2009 – June 2010:</td><td></td></tr><tr><td>June 2010 – June 2011:</td><td></td></tr></table>	Recordkeeping & Reporting:		# of People in Attendance at Annual Meeting (PA)		Year	PA	June 2007 – June 2008:		June 2008 – June 2009:		June 2009 – June 2010:		June 2010 – June 2011:	
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# of People in Attendance at Annual Meeting (PA)															
Year	PA														
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June 2010 – June 2011:															